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Fort Hays State University Faculty Senate Minutes, July 20, 1976

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FORT HAYS KANSAS STATE COLLEGE

TO: The Faculty
FROM: Betty Wolf, Secretary
RE: Faculty Senate Meeting
Minutes
DATE: July 20, 1976

Minutes of the meeting of Faculty Senate, Tuesday, July 20, 1976, 3:30 p.m., Santa Fe Room, Memorial Union.

I. Roll Call and Approval of Minutes.

MEMBERS ABSENT: Ms. Joanne Harwick, Mr. Isaac Catt, Dr. Wallace Harris, Ms. Vera Thomas, Mr. Keith Campbell, Dr. LaVier Staven, Ms. June Krebs, Ms. Jane Littlejohn, Mr. Donald Jacobs.

ALSO PRESENT: Dr. George Wall for Ms. Vera Thomas, Dr. Benito Carballo, Dr. Thaine Clark for Dr. Wallace Harris.

A request for the approval of the minutes of the last meeting was made. Dr. Drinan moved and Dr. Johnson seconded the motion that the minutes of the June 22nd meeting be approved. The motion carried.

II. Announcements by Senate President.

A. Annual Leave for Full-Time or 12-Month Faculty — The administration has prepared a position paper providing for an annual leave policy for all faculty members who are on 12-month contracts. This program allows leave credit to be accumulated on the basis of 1 3/4 days per month or 21 working days per fiscal year with pay. The twenty-one days of leave may be broken into smaller increments, but faculty who qualify for the program are not required to report increments of less than one-half day. Full-time, 12-month faculty members who work less than a year should be credited with leave on the pro-rated part of the year in which they are employed. Days of annual leave are defined as all working days with the exception of those holidays approved by the Governor.

B. Compilation of Faculty Senate Motions from 1969 to Date — The Office of Institutional Research at the request of the Vice President for Academic Affairs has (1) chronologically ordered a complete set of Faculty Senate Minutes, (2) compiled a listing of all motions made and their results for President Tomanek's approval, and (3) categorized and filed the various data, papers, reports and documents on various issues which have been accumulated and acted upon by the Senate over the years. The motions as compiled have been submitted to the President of the College and to the Vice President for Academic Affairs for their action. The copy of these motions which has been presented to the Senate will be forwarded to Dr. Votaw and next year's Senate Executive Committee and appropriate action can be taken relative to them in the next academic year.

C. Enrollment Information for 1976-1977 —

	FALL 1975	FALL 1976	
Freshmen	1,126	1,197	+71
Transfers	480	441	-39
	<hr/>	<hr/>	<hr/>
TOTAL	1,606	1,638	+32

- D. Use of \$14,000 from General Salary Budget to Fund Continuing Education Salaries — The Faculty Senate Executive Committee did not desire to take any official action on the use of the \$14,000 from the faculty salary budget for funding continuing education salaries at the July meeting of the Senate.
- E. College Affairs Committee Resolutions from May 17th Faculty Senate Meeting — President Tomanek expressed reservations concerning several of the resolutions which evolved from the College Affairs Committee Report at the May 17th meeting. This committee has since worked with President Tomanek to resolve the areas of concern. A report will be given relative to the disposition of these issues by the College Affairs Committee.
- F. Tuition Increase Recommended by the Board of Regents — The Board of Regents voted to increase the tuition at all of the state colleges and universities effective the Fall Semester 1977 by \$50 per semester for resident students, \$150 per semester for non-resident students at the three state universities and \$102.50 per semester for non-resident students at the three colleges; and that all related fees such as part-time, extension, and summer school be increased by a similar percentage, i.e., 33% at the colleges and 25% at the universities. This is in line with a Regents' policy which requires the tuition of a given student to cover at least 25% of his or her education.
- G. Name Change for Fort Hays Kansas State College — The Academic Committee of the Board of Regents has approved changing the names of the three colleges to universities, i.e., Fort Hays State University, Emporia State University and Pittsburg State University. The recommendation of the Academic Committee must now be considered by the Board of Regents. In the event the Board of Regents approves this name change, it must then be approved by the legislature.
- H. Early Retirement of Faculty — At the final meeting of the Regent Institutions Coordinating Committee for the 1975-76 Academic Year, Dr. Gerald Paske of Wichita State University, this year's Faculty Senate chairman of the state college and university faculty groups, requested that materials concerning early retirement of the faculty be assembled for consideration by the coordinating committee in the Fall. This study was initiated in September 1974, but the Report and

Recommendations of the Regents committee on retirement was never accepted in toto. This report will be forwarded to the College Affairs Committee for further study in the new school year. There were two features which were felt to be undesirable in the report. They are:

1. The recommendation that retirement be mandatory at age 65 for all faculty.
2. The recommendation that retirement age for faculty under 50 be changed from 70 to 65 with no financial compensation for the loss of five years of expected earnings.

In addition to these problems, it was apparently felt by the Retirement Committee that the costs of implementing this program on a state-wide basis covering all faculty would be politically prohibitive.

This concluded the announcements. No discussion ensued.

III. Reports from Standing Committees.

A. Academic Affairs Committee.

Dr. Zakrzewski presented two issues to the Faculty Senate members. The first issue dealt with the approval of the following courses:

247. Introduction to Recreation. 3 cr. hrs. History and philosophy of recreation as it pertains to the economic, political, and social changes of today's world.
602. Outdoor Recreation Education. 3 cr. hrs. Techniques, resources, methods, programs and administrative practices for outdoor recreation and education.
603. Introduction to Therapeutic Recreation. 3 cr. hrs. Objectives, concepts, and methods of recreation for physically, mentally, and emotionally handicapped.

Dr. Zakrzewski moved to approve the three courses. Dr. Drinan seconded the motion. The motion carried unanimously.

Dr. Zakrzewski reported that sometime last week members of the Faculty Senate received a mimeographed copy of Suggested Guidelines for Awarding Graduate Credit for Workshops and Short Courses. Dr. Zakrzewski moved that the Faculty Senate approve the COCAO effort to devise suggested guidelines for awarding graduate credit for workshops and similar short term courses and recommends that the Graduate Council consider implementation of the suggested guidelines.

Dr. Marshall seconded the motion.

Dr. Busch commented that it is recommended in these guidelines that graduate students not enroll in more than one hour per week. With

our summer session consisting of eight weeks this would be a maximum of eight hours. Emporia has a ten-week summer session so students at Emporia could complete more hours. This might have to be taken into consideration when we vote on this proposal.

Dr. Zakrzewski felt there was a general "rule of thumb" in the guidelines for modest overloads of one or two hours of credit. Dr. Busch then commented that a modest overload for an Emporia student could be 12 hours whereas a Fort Hays student could only be enrolled in 10 hours.

Dr. Frerer asked if these guidelines referred to short term courses and workshops only or do they refer to the regular eight week summer session classes.

Dr. Drinan also commented that he interpreted these guidelines to be for the short term classes and workshops. Courses of this nature are held on Saturdays or on a one or two-day basis--not the entire summer session.

Dr. Busch asked if COCAO had actually approved these guidelines.

Mr. Rupp stated that as far as he knew it was approved by COCAO, and the Senate was being asked to consider the merits of the proposal and make a recommendation to the administration.

Dr. Edwards cited a statement from the guidelines, "Copies of papers, written reports, teaching outlines or units turned in by students will be filed with the Graduate Office the first time the workshop is run." Dr. Edwards sees a real problem here. Dr. Edwards understood that the main purpose of the guidelines was to increase the quality and integrity of short course offerings and workshops.

Mr. Rupp stated that there would be a storage and filing problem involved in following these guidelines if papers and reports must be properly recorded.

Dr. Zakrzewski explained that the main intent of the motion was to recommend these guidelines to the Graduate Council for their consideration. This would enable them to keep tabs on the quality of short courses and workshops. The Graduate Council could then make any desired changes.

Dr. Drinan stated that what Dr. Edwards was concerned with applies to only a small range of courses. This is only required of courses with "substantial outside assignments. . ." There was some question whether the quality of courses could be judged under the item where "substantial outside assignments are not required. . ." You really only face the time aspect of the course.

It was decided that the Graduate Council would have to resolve this problem. Mr. McNeil felt the motion was to recommend it to the Graduate Council and let them consider it.

Mr. Rupp stated that he received the guidelines from COD with the understanding that the Faculty Senate could react to it. Dr. Maucker, Vice President for Academic Affairs at EKSC, did a survey of workshops and short courses offered at the state colleges and universities and several criticisms arose concerning the quality of specific courses at all of the schools. The intent was to provide more evidence of scholarly effort being expected of the students taking such courses, particularly when they take graduate courses.

Dr. Fillinger stated that we want to be sure this is accepted state-wide and not just at Fort Hays. This would really put us at a disadvantage. It should not be made mandatory at Fort Hays and not elsewhere.

Dr. Frerer asked if the Senate was being asked to approve these guidelines and then send it to the Graduate Council.

Dr. Zakrzewski stated that all the motion involved was to approve the guidelines as they are and move them on to the Graduate Council.

Mr. Rupp also stated that the Graduate Council could take action on any segment of the report they wanted to and have it approved by the college administration.

Dr. Votaw asked if we are implying that we don't want our programs to be strict?

Dr. Fillinger stated that it takes a certain number of students to have a program. If you have a three-year masters program with a great deal of integrity but no students, you don't really have a program.

Dr. Adams felt there is a middle ground position possible.

Dr. Fillinger mentioned again that he doesn't want Fort Hays to be at a disadvantage. Many people regard Western Kansas as a fishing pond as far as education is concerned.

Mr. Rupp stated that these guidelines establish minimum standards for such courses which would apply equally to all Regents institutions.

Dr. Fillinger stated that this minimum is above the current minimum of 16 hours. He realizes that a minimum has also been applied by the Regents to continuing education courses.

Dr. Zakrzewski explained that the guidelines would still require accurate monitoring by a person with the authority to do so. Dr. Fillinger stated that if this becomes effective and if we try to maintain that level of requirements, it may appear that our short-term course offerings are at a disadvantage. The Senate felt assured the Graduate Council would handle the problems.

The vote was called for. The motion carried unanimously.

B. College Affairs Committee.

Dr. Frerer presented the Senate with a number of changes in the material which the Senate had proposed for the Faculty Handbook at the June 22nd meeting. In meeting with Dr. Tomanek, the College Affairs Committee found out that he had certain objections to some of the recommendations proposed by the Senate. The committee met with the President again and compromised on the problem areas. Dr. Frerer reported that as a result of that meeting there are seven alterations concerning the recommendations for revisions in the Faculty Handbook which were proposed at the June meeting which he would like to offer.

Dr. Adams asked if the committee was pressed for time since there was nothing available to the Senate members to see. It was a little difficult remembering all of the changes without being able to see a written copy.

Dr. Frerer proceeded with the first item. The first item had to do with the tenure policy. In the May 17th meeting Dr. Robertson offered a friendly amendment that "should" in the sixth line be changed to "must." President Tomanek objected to this change. He indicated that he doesn't like absolute things. The committee agreed to change this word.

Under item #11 in the tenure policy the phrase "as relevant to the position" was added in the previous meeting. Dr. Tomanek objected to this statement. The committee agreed to compromise and delete this phrase.

The President wished to reinstate item #14 - "Willingness to cooperate with his superiors." Dr. Frerer moved to reinstate the sentence.

Dr. Frerer also suggested that since we are changing several items in the criteria that we should also take away the masculine references.

Dr. Miller asked if this was the President's suggestion.

Dr. Frerer stated that it was the committee's suggestion. The committee felt there was too much of a masculine emphasis throughout the criteria.

Dr. Frerer moved that the above changes be approved. Dr. Johnson seconded the motion.

Dr. Edwards commented further about item #14. He felt it should be changed to "colleagues" instead of "superiors" or "administration and colleagues."

Dr. Zakrzewski asked if there wasn't an earlier item that dealt with compatibility with colleagues. He felt members of the administration were our colleagues.

Dr. Edwards expressed the desire to have the wording changed in item #14.

Dr. Fillinger suggested the College Affairs Committee take items #11 and #14 back to the President and have him include some specifics. At the moment it is wide open. The Senate felt they needed more interpretation of the specifics of these two items.

Dr. Robertson stated that concerning item #11 there was also a statement on Community Affairs which has been rewritten which will go into the handbook. It does not emphasize that someone would be abused for his interest in community affairs. Participation in community affairs by faculty members should be encouraged to give evidence of our interest in the community. This should be considered to be an important criterion. He felt this was a more detailed statement which would clear up any question concerning item #11.

Dr. Drinan felt that the wording in item #14 was sufficient - "Willingness to cooperate with superiors." This is referring to people immediately above you. He felt we needed their evaluation of the faculty member.

Dr. Edwards preferred the word "supervisors", and he moved to insert that word. Dr. Marshall seconded the motion. The motion was called for to change the wording of item #14 to read: "Willingness to cooperate with supervisors." The motion carried.

Mr. Ginther moved that all of the proposed changes in the Tenure Policy be approved. Mr. McNeil seconded the motion. A vote was called for. The motion carried.

The next section discussed was the Community Activities section. The committee rewrote the entire paragraph to read as follows:

"The College encourages faculty members to take an active part in community affairs. It is desirable that faculty members participate in activities which promote the civic betterment of Hays and Western Kansas and make available their particular expertise to the community."

The committee felt this statement encourages participation in community activities but does not mention that they will be rewarded for it. Dr. Frerer moved that we replace the present Community Affairs statement with the above statement. Dr. Fillinger seconded the motion. The motion carried.

The third item discussed was on page 15 of the Faculty Handbook dealing with Conflicts with Scheduled Obligations. Dr. Frerer moved that the statement read "No faculty member should allow activities not approved by the appropriate department chairman or immediate superior to interfere with scheduled obligations on the campus." This would replace the requirement which suggests that the college is the approving party. A building cannot approve an action. Mr. Ginther seconded that the statement read by approved. The motion carried.

At the May 17th meeting it was suggested that a list of organizations to which the college belongs be added to the Faculty Handbook. Dr. Tomanek objected to this list as it would always be out-dated. The various organizations vary from year to year, thus rendering the Faculty Handbook obsolete. Dr. Frerer moved that the list of organizations not be put in the Faculty Handbook. Dr. Marshall seconded the motion.

Dr. Robertson moved that we should have some reference through which this list of organizations is available. We could suggest that a statement be included in the Handbook indicating that the list of organizations are available in the President's Office.

Dr. Miller asked if this particular list was printed in the catalog.

Mr. Ginther stated that it was but by the time the catalog was printed the list was obsolete.

Dr. Zakrzewski questioned just what organizations were included in this list. Are they only the accredited organizations? It would have to be a very extensive list if it included all of the organizations the various departments belonged to.

Mr. Ginther read a statement from the Faculty Handbook to help clear some of the questions. "Membership expenses of organizations to which the College belongs and from which it receives substantial benefits may be paid out of general or special funds available for this purpose with specific prior approval of the Vice President for Administration and/or the President of the College."

Dr. Frerer wondered if there is such a list available?

Dr. Zakrzewski felt there had to be a list somewhere. Who justifies college participation in a given organization if there is no list?

Mr. Ginther wondered if the intent of the motion was taken right. He felt that the statement in the Handbook was not referring to a particular list. If the President or the Vice President for Administration approve the payment to belong to an organization then it is legitimate. If they do not it is contrary to state law. He felt an easy way to solve the problem is to have an amendment to the motion that a list be made available in the President's office or the Vice President for Administration's office.

Dr. Drinan felt the administration might not want to do that since it would take such a massive effort to compose such a list.

Dr. Frerer felt there might be something lost if we make the departments compose such a list. If a particular organization is on the list, the administration may not want to belong to it without fully knowing its benefits.

Dr. Robertson withdrew his motion to have a statement in the Handbook stating where such a list would be available. He still felt there were a number of places in the Handbook which were wide open to implications concerning organizations. Again Dr. Frerer's motion was on the floor to delete the list of organizations from the Faculty Handbook. The motion carried.

Dr. Zakrzewski questioned if the computer couldn't produce such a list. Surely mailings are sent out by a computer. The problem of having a program was brought up. Dr. Zakrzewski felt assured that Dr. Robertson or Dr. Votaw would have no problem in developing a program.

The next item presented to the Senate dealt with Buildings and Facilities. Dr. Frerer proposed to have the sentence read as follows: "Individual students or groups of students must have the written approval of a faculty member responsible for their activity while using any college building after 6:00 p.m." The President suggested that the word "written" be added to the sentence. Dr. Frerer moved to add the word "written." Mr. Ginther seconded the motion.

Dr. Busch asked if this made faculty members responsible for the student, etc.

Dr. Frerer explained the main intent of this proposal was to allow authorized students to remain in campus buildings during certain hours of the day. The students would show their written permission from a given faculty member to use the facility.

Dr. Miller mentioned that the Music Department has its practice rooms and other facilities available for its students in the evening and on weekends. He hated to think of issuing a written permit to every student who used these rooms every time. This would require issuing many permits.

Dr. Frerer stated that Dr. Tomanek suggested keeping a set of cards which authorized the student to use a certain room or rooms all semester. Thus, whenever he used the room, he would have to have his card available for the Campus Patrol.

Dr. Miller emphasized that the department would have to have a lot of cards.

Dr. Fillinger also stated that this would affect the Art Department to some extent.

Dr. Frerer mentioned that we are already in violation of what the present Faculty Handbook states. According to that Handbook no student is to be in a building after 6:00 p.m. without a supervisor.

Mr. Ginther said that there is a lot of equipment which carries a great deal of personal danger in the various laboratories. This written procedure would account for the responsibility of the faculty member.

Mr. McNeil said that someone had to be present at all times when the college swimming pool is open.

Dr. Robertson said that a faculty member does not have to give written permission if he feels he should be present.

Dr. Frerer said that this was a compromise which gets rid of the old statement. He said he could take it back to the President and say that the Faculty Senate feels that it is impractical.

Dr. Miller felt someone from affected departments should be present to explain the situation. He felt they would be better able to explain the uniqueness of given problems. Dr. Busch moved that we table the motion.

Dr. Frerer agreed to withdraw his motion in order to allow for further discussion of the issue between the College Affairs Committee and the President. He wondered if Dr. Miller would object to visit with them at this meeting.

Mr. Rupp felt the best way to handle this situation would be to have all concerned parties talk to the College Affairs Committee and to President Tomanek.

Dr. Miller stated that he will alert Dr. Bartholomew of this problem and see that he visits with the President.

Dr. Fillinger asked that we go a step further and get a legal opinion from the college attorney as to what type of liability would be involved. Would the faculty member assume responsibility? If this responsibility is threatened it might inhibit the functions of this institution.

Dr. Frerer stated that it was not the intention of the committee to put the responsibility on the faculty member but merely to change the inaccurate statement which is presently in the Faculty Handbook.

Mr. Rupp felt it would be a good idea to explore all aspects of the problem including the legal aspects. Dr. Frerer will report on the issue at a later meeting.

The sixth item had to do with "text book adoption." The statement in the present Faculty Handbook could be interpreted that the chairman of the department selected the text book for the faculty member. The College Affairs Committee rewrote the statement. Dr. Tomanek felt that the concurrence of the department chairman should appear in the statement. The statement would then read:

"All textbook adoptions or changes are the responsibility of the faculty member or group of faculty members in charge of the specific course involved with specific written approval from the appropriate department chairman or immediate superior; the department chairman will in turn notify book stores. . ."

Dr. Frerer moved to accept this sentence. Mr. McNeil seconded the motion.

Dr. Frerer voiced the opinion that there was some objection to this new statement in that it gave the chairman the right to veto a textbook. This made some people on the College Affairs Committee uncomfortable but this was a compromise situation. The vote was called for. The motion carried.

The last item for approval dealt with the Final Examination policy. The present policy says no final examination will be given early regardless of the circumstance. The College Affairs Committee thought this was silly so they deleted the sentence and left it wide open for instructors to do what they thought best. The President preferred to have a statement such as "in unusual circumstances a faculty member may choose, with the concurrence of the department chairman, to give an early examination to a student." Thus allowing an early examination if both agree that it is necessary. Dr. Frerer moved that we add that sentence. Dr. Marshall seconded the motion. Dr. Robertson offered a friendly amendment to delete the masculine pronoun.

Mr. McNeil wondered what constituted an unusual circumstance. If a student has a test on Monday and none until Friday--is this an unusual circumstance?

Dr. Frerer pointed out that this would be up to the faculty member to determine and establish with the approval of the chairman.

Dr. Marshall felt this was a good statement. The faculty member cannot do it on his/her own but only with the concurrence of the department chairman. This made it not too easy but also not too difficult to do.

Dr. Fillinger was concerned about the time of the chairman of the larger departments. The possibility of the chairman setting up guidelines was discussed.

Mr. Rupp felt the department chairman could designate a person in the department to handle these transactions.

Dr. Fillinger pointed out that you would bother the chairman only if you thought the reason was warranted.

Dr. Miller stated that he had a dim recollection of another final examination policy which appeared at the bottom of the final examination schedule which was printed in the class schedule each semester. Does this policy concur with that policy? Dr. Miller felt we shouldn't have one policy in the handbook and another in the class schedule. Dr. Frerer agreed to withdraw his motion to do further work on it.

Dr. Robertson wondered if the committee could go ahead and pass the alterations and then modify them.

Mr. McNeil moved that the motion be tabled. Dr. Busch seconded the motion. The motion carried.

C. Student Affairs Committee.

No report.

D. By Laws Committee.

No report.

IV. Old Business.

None

V. New Business.

None

Mr. Rupp moved that the meeting be adjourned. The motion carried.